insight 4 life™

ZUMOS™
how do you feel today?

Zumos

User Manual
School Administrator v 4.0

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School Administrator User Manual

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*** Optional Features**

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School Administrator User Manual

Welcome to Zumos

Welcome to insight 4 life's Zumos service, providing your pupils with First Step help and information on a wide range of things they may come across in their day to day life.

Young people sometimes experience problems that can seem difficult for them to understand, solve or articulate to adults, friends or family.

Insight has been created to give them direct and private access to information and recordings that should help pupils better understand and suggest ways in which they can move forward in a helpful and positive way, this is insight's First Step help.

The inclusive statistics feature enables your school to monitor which recordings are being accessed and when. Please be aware that profiles are anonymous, this is to respect rights to privacy, pupils need to be able to access the First Step help recordings and support information without anyone knowing who they are.

This leaflet will take you through the login process and explain how to access the many beneficial features Zumos makes available to your school.

A guide to "Getting Zumos Ready For First Use" can be found at Annex A.

Logging in

Lets get started, you will need your;

i) school identification number,

ii) school user name,

ii) school password

All of these can be found on the email from insight4life giving details of your account set up. If you can't find them simply email support@insight4life.co.uk please provide us with;

i) your school name,

ii) details of the person to contact

iii) contact telephone number and email.

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Please follow the link to the school administration page at www.insight4life.co.uk then enter via the Zumos button.

then login with your user details

2. Enter your school username and password into the spaces provided, and then click “Log In”. If you wish you can copy and paste them from our email to your school.

3. This will take you to the school administration “Home” page.

From this page you can:

- Manage which pupils have access to which recordings and support information
- Access pupil usage statistics
- Manage your school settings
- Read and respond to speakOut messages

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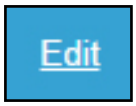
- Access Evaluation and Assessment data gathered via Power Quiz
- Manage the Rewards System
- Suggest a topic
- Access writer profiles
- Access Contact Us information
- Access our About Us information
- Logout

How to manage pupil access

i) Check the suitability of recordings by simply clicking on either of the speaker symbols shown next to each title. The first offers a short explanation of the title, whilst the second is the full recording, you can also see how long it will run for.

ii) Check the suitability of further help by clicking on the “Get More Help” icon, this will display the relevant title’s support information.

iii) 

To prevent pupil access to recordings and further help content simply by clicking on the “Edit” icon, this will display the “Edit” pupil access screen.

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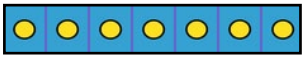
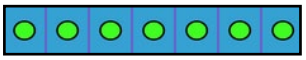
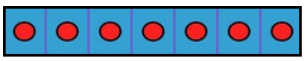
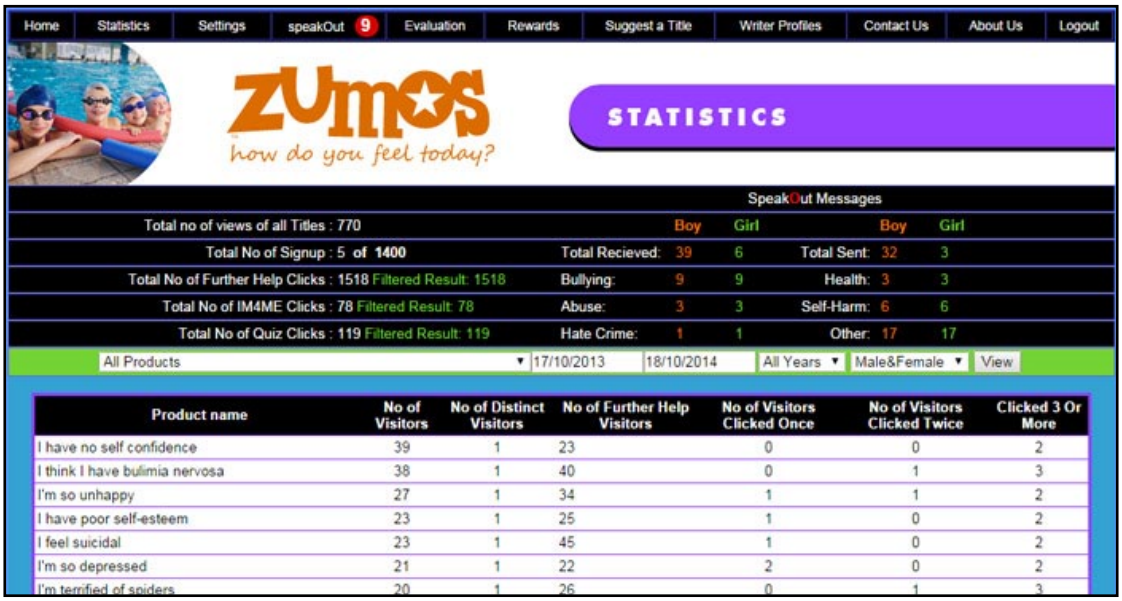
 All titles are pre-configured as yellow; this status means they have not been assed for suitability for your school so are designated “NOT CONFIGURED”. Please note this default setting gets you up and running immediately as it makes everything available to all school pupils across all years.

 You can opt to leave titles as yellow and simply remove access to titles you feel are unsuitable for **all** pupils **or** by year. Titles you select as suitable will display green.

 If you feel a title is unsuitable for **all** pupils **or** certain year(s) simply uncheck the relevant boxes relating to year(s). This will remove that title from pupil view entirely, unless you have given access to certain year(s). Titles you select as unsuitable will display as red.

Accessing pupil usage statistics

A very useful feature of Zumos is the statistics function. This is accessed by clicking on the “Statistics” tab which can be found at the top of your screen on the left hand side.


Home
Statistics
Settings
speakOut 9
Evaluation
Rewards
Suggest a Title
Writer Profiles
Contact Us
About Us
Logout
zumos
how do you feel today?
STATISTICS
SpeakOut Messages
Total no of views of all Titles : 770
Boy Girl Boy Girl
Total no of Signup : 5 of 1400
Total Recieved: 39 6 Total Sent: 32 3
Total No of Further Help Clicks : 1518 Filtered Result: 1518
Bullying: 9 9 Health: 3 3
Total No of IM4ME Clicks : 78 Filtered Result: 78
Abuse: 3 3 Self-Harm: 6 6
Total No of Quiz Clicks : 119 Filtered Result: 119
Hate Crime: 1 1 Other: 17 17
All Products
17/10/2013
18/10/2014
All Years
Male&Female
View
Product name
No of Visitors
No of Distinct Visitors
No of Further Help Visitors
No of Visitors Clicked Once
No of Visitors Clicked Twice
Clicked 3 Or More
I have no self confidence 39 1 23 0 0 2
I think I have bulimia nervosa 38 1 40 0 1 3
I'm so unhappy 27 1 34 1 1 2
I have poor self-esteem 23 1 25 1 0 2
I feel suicidal 23 1 45 1 0 2
I'm so depressed 21 1 22 2 0 2
I'm terrified of spiders 20 1 26 0 1 3

From this page you can:

- Total no of views of all Titles : 770 See the number of times titles have been viewed

- Total No of Signup : 5 of 1400 See the number of pupil’s with a login vs the number of logins available - ie the number having completed the signed up process and the number yet to complete

- Select and view the number of times titles have been accessed by manipulating;

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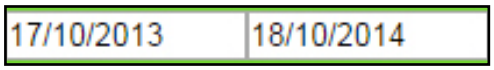
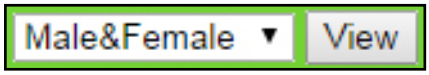
- title (Product),

- desired date range from – to, 

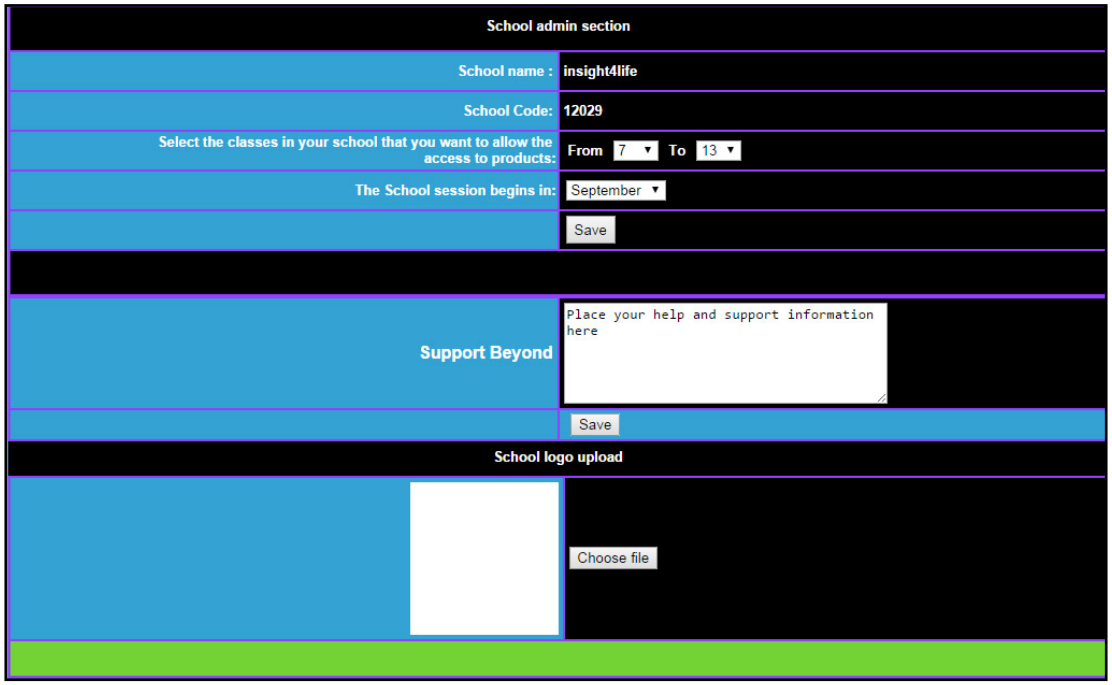
- by sex - Male, Female or Both 

The default setting is to display information for all titles (Products) and all school years from the date your school first registered for the service up to present day and for both sexes.

You can also see how many speakOut messages have been received together with general access data.

Managing your school settings

Another very important feature of Zumos is the “Settings” function. This is accessed by clicking on the “Settings” tab which can be found at the top of your screen on the left hand side.



On the top half of this page you can:

-

Check your school name is correct

- See your school code –

please check it is the same as the code we have supplied, if it is different please contact us by emailing:

contact@insight4life.co.uk

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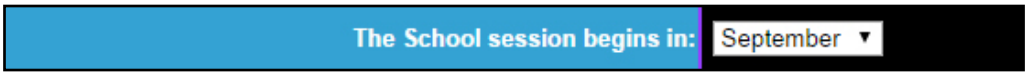
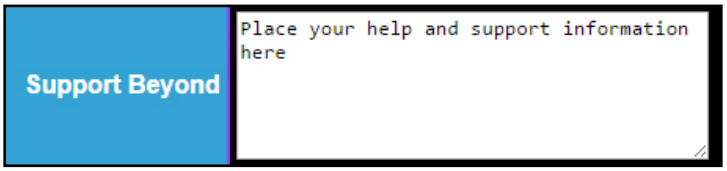
- Set which school years will be able access the Zumos service, simply select the “From” and “To” years by using the drop down menus

- Set the month your school year normally starts, just select it from the menu

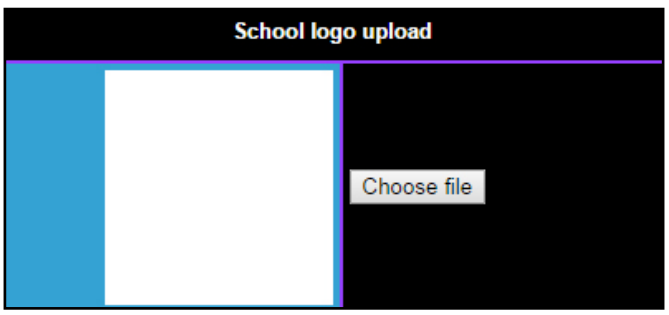


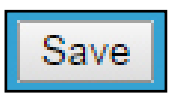
- Set the support information you wish your pupils to see, just place it into the “Support Beyond” box, eg “If you would like to talk to someone please contact XXXX in room XXXX or call XXXX”, “Extra help can be found in the school library in section XXXX”.

  This information will be displayed for all titles.



- Upload your school crest or logo – on your computer find the jpeg image you wish to use, take a note of its location, then at the “School Logo Upload” box simply click on the “Browse” button and navigate to your jpeg file, then double click it, your school crest/logo will then display in the white box





Make sure you click on “Save” before leaving this page.

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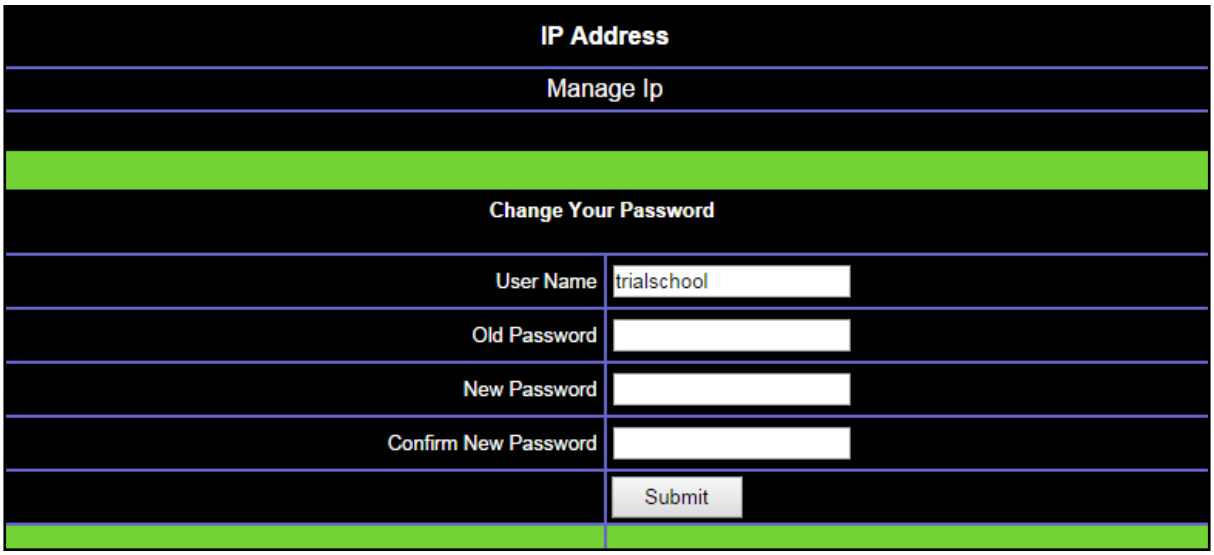
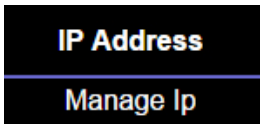
Lower half of the screen:

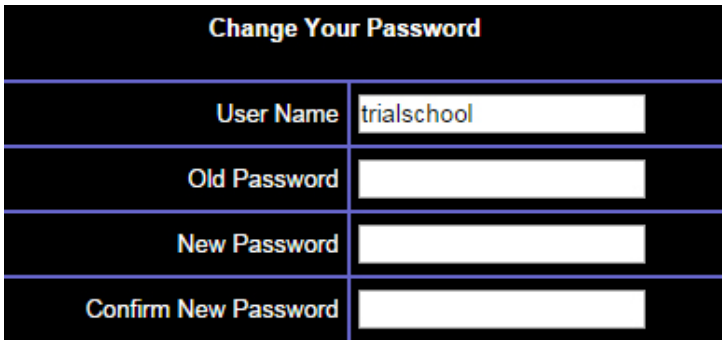


On the lower half of this page you can:

- 

Manage your IP Address – unless you are competent in IP management we suggest this function should be left alone

- Change your password, just type in your user name, the old password then the new password details as shown in the boxes below,



- then click submit

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Suggest a title

On this page: if you identify titles you think would enhance the service, or be of benefit to your pupils, then you can submit your suggestions to us, We then pass all suggestions through our editorial panel, the most requested titles will be written first. Your suggestions are important to us as they help ensure there are no gaps in our title range.

Access writer profiles

Over the years we have developed a team/panel of experts and contributors that have moulded the service into what it is today, for your information we have provided short profile of some of our main contributors.

Access Contact Us information

We welcome all communication from you, should you experience any difficulties with set up, have any suggestions on how we can improve our service or simply need support, please contact us through the link provided.

Access our About Us information

Insight4schools is a new concept of information delivery through anonymously accessed vocal recordings. Its concept and subsequent development came about through the collaboration of like minded people. You can read about this journey here.

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Annex A

Getting Zumos Ready For First Use

1. **Let's get started**, you will need your;

   i) school identification number,

   ii) school user name,

   ii) school password

All of these can be found on the email from insight4life giving details of your account set up. If you can't find them simply email support@insight4life.co.uk please provide us with;

   i) your school name,

   ii) details of the person to contact

   iii) contact telephone number and email.

2. **Your School's Profile –** Please follow the link to the school administration page at www.insight4life.co.uk then enter via the schools button.

then login with your user details

Enter your school username and password into the spaces provided, then click "Log In". If you wish you can copy and paste them from our email to your school.

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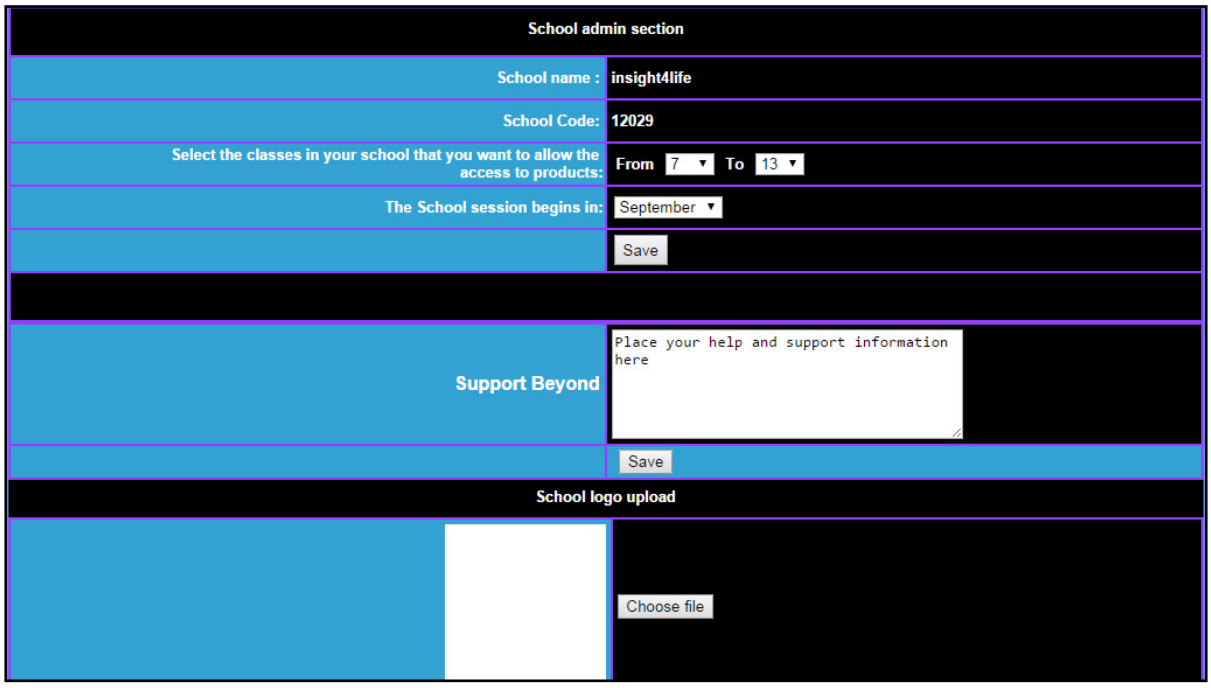
3. Your basic school settings

These are accessed by clicking the “Settings” tab at the top of your screen, on the left hand side.

On the top half of this page you can:



a) Check your school name is correct

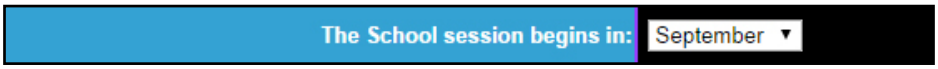
b) See your school code –

please check it is the same as the code we have supplied, if it is different please contact us by emailing:

contact@insight4life.co.uk

c) Set which school years will be able access the Zumos service, simply select the “From” and “To” years by using the drop down menus

d) Set the month your school year normally starts; just select it from the menu



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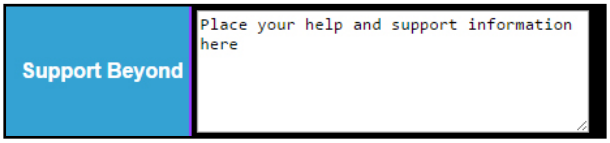
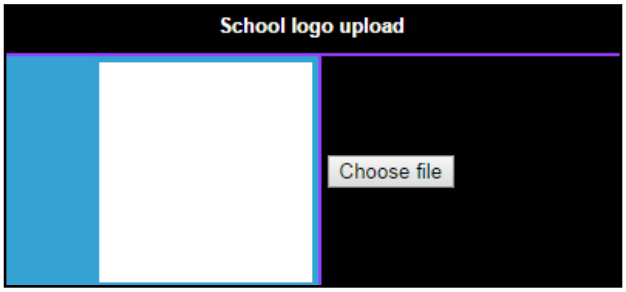
e) Set the support information you wish your pupils to see, just place it into the “Support Beyond” box, eg *“If you would like to talk to someone please contact XXXX in room XXXX or call XXXX”*, *“Extra help can be found in the school library in section XXXX”.*

This information will be displayed for all titles.



f) Upload your school crest or logo – on your computer find the jpeg image you wish to use, take a note of its location, then at the “School Logo Upload” box simply click on the “Browse” button and navigate to your jpeg file, then double click it, your school crest/logo will then display in the white box



Make sure you click on “Save” before leaving this page.

That is it - basic settings are completed!

Zumos is now ready for use

You can start getting your pupils logged into the service

If you have opted for; “speakOut”, “Rate My Life”, “Evaluations” or “Rewards” you will need to “turn them on” – pupils will be unable to use these features until you do – please see relevant sections within this user manual.

The following page tells you about the functions in the lower part of this screen.

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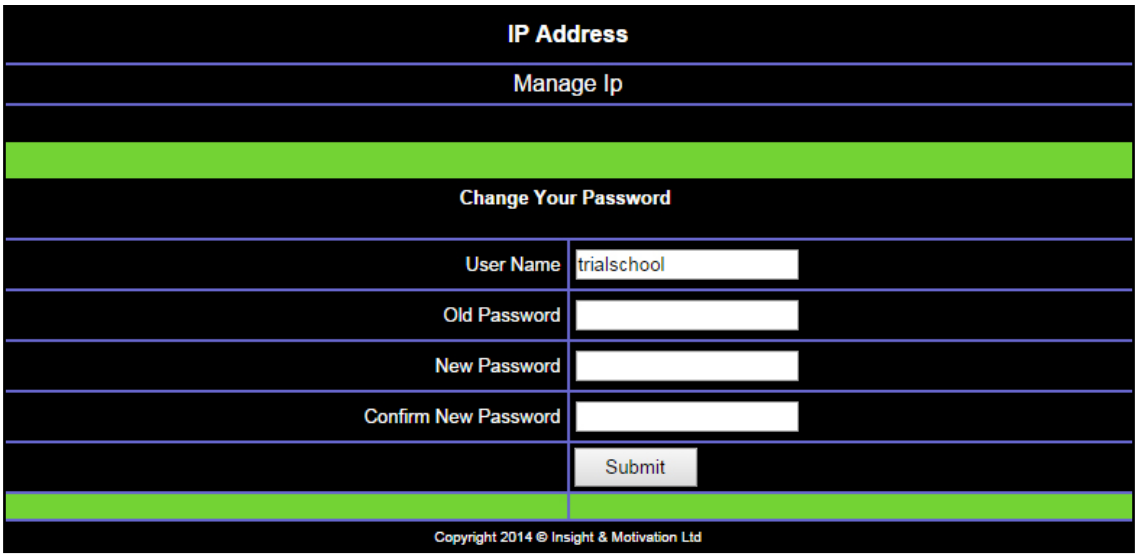
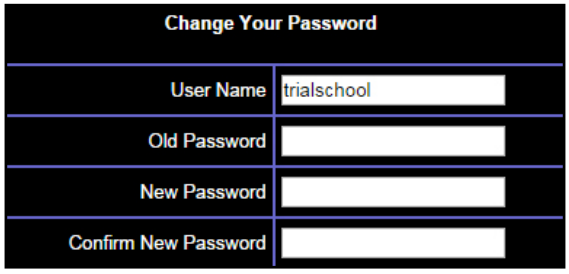
On the lower half of this web page you can:



g. Manage your IP Address – unless you are competent in IP management we suggest that this function is left alone

h. Change your password, just type in your user name, the old password then the new password details as shown in the boxes below,



i. then click submit

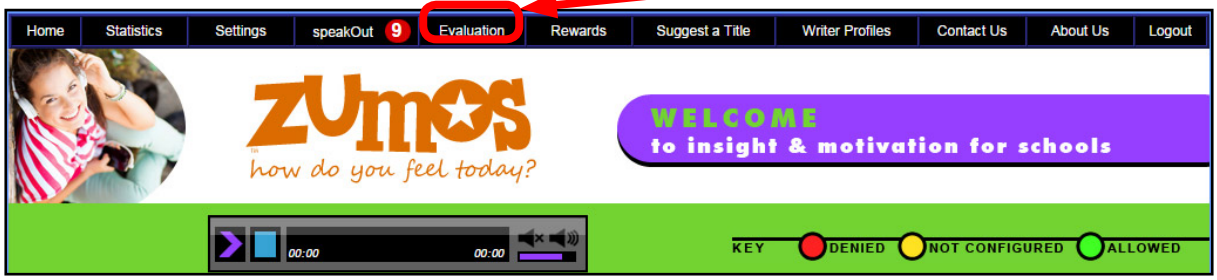
Annex B

Rate My Life – School Administrator

When pupils first log into Zumos they can be offered a way of saying how they feel on a 10 point scale from “Really Bad” right up to “Bring it On!” This is a really good way to see the mood of your pupils and to see how it changes over time.

Rate My Life can be set for; daily, weekly or monthly, or you can chose to turn it off for a short time or even permanently. Default setting is “OFF”.

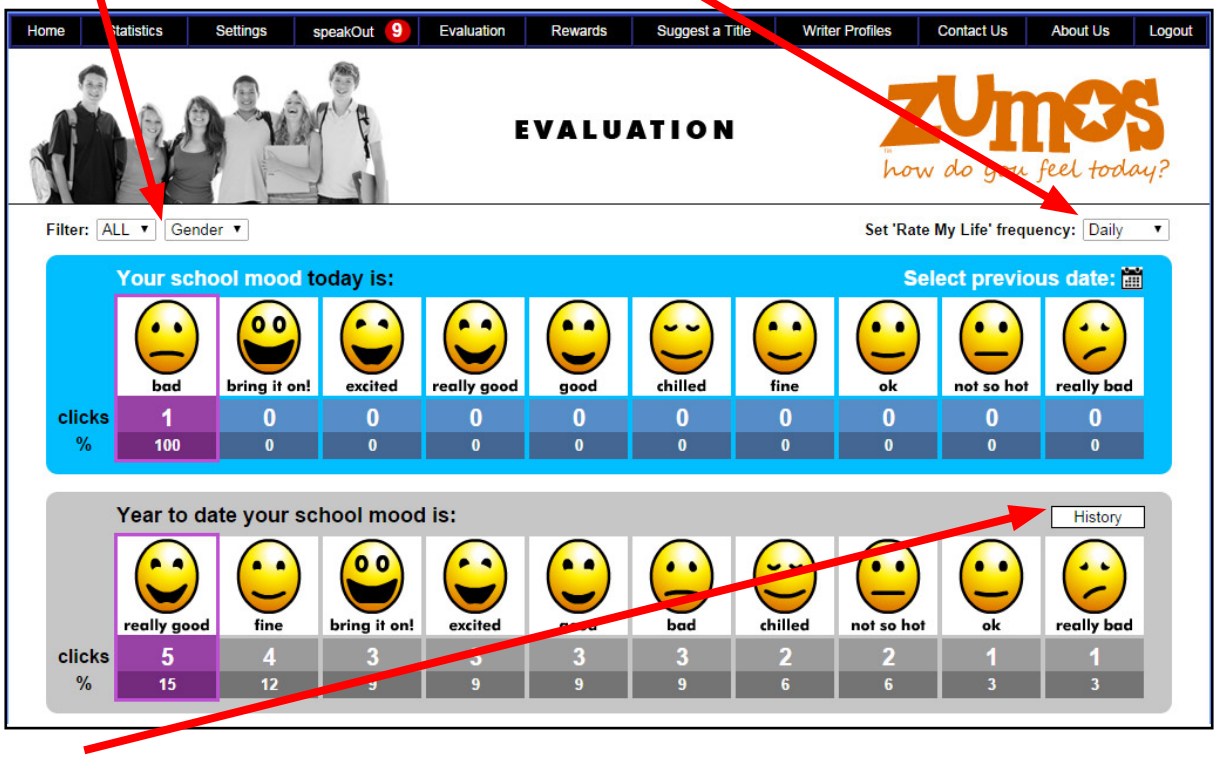
To see how your pupils are rating their lives click on the “Evaluation” tab



This will take you to the “Evaluation” home screen, Rate My Life displays in the top half of the page. You can see what the mood is according to the frequency you have set and see what the mood is for the whole year up to the current day.

Here you can also manage features such as;

set search filters for school year and gender, set Rate My Life to daily, weekly or monthly.



Whilst “History” gives you a monthly breakdown.

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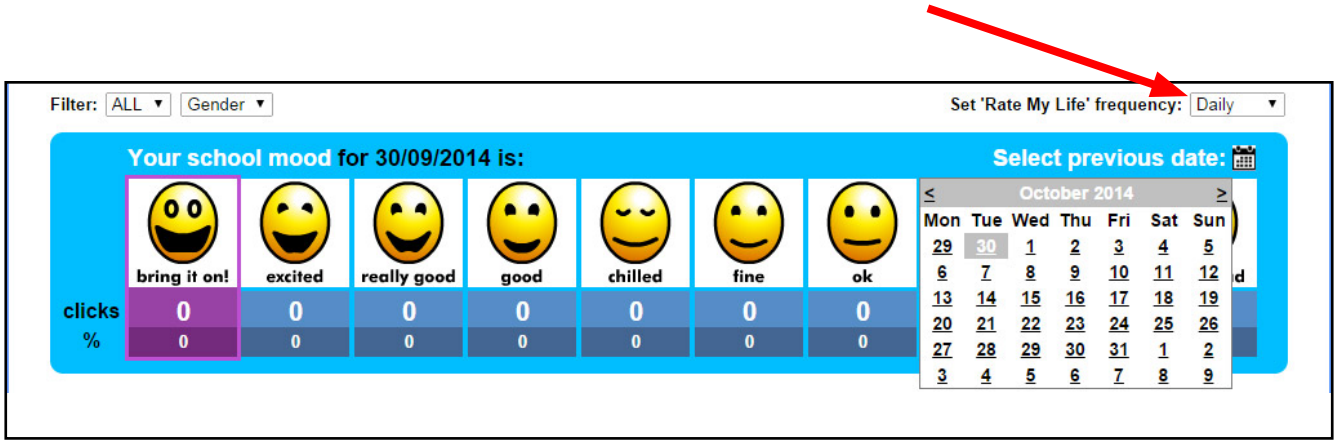
You can also see what the mood was on a particular day by clicking here.



speakOut For School Administrators

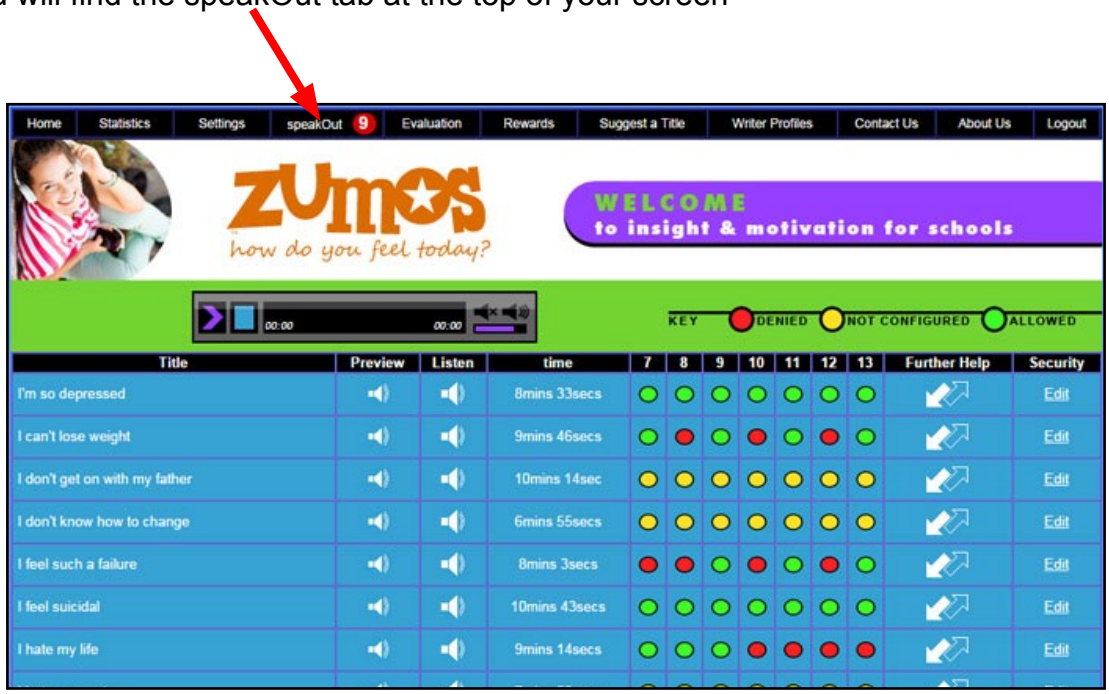
Pupils in your school may experience or witness episodes of bullying, abuse, hate crime and self-harm or they may have health related concerns. All of these can lead to poor wellbeing and low performance.

SpeakOut is your new way for your pupils to tell you about when these important things are affecting them or someone else. With speakOut not only can students send a message safely and anonymously, you can reply delivering emotional first aid, reassuring them or moving them towards support and, if required, disclosure and safeguarding.

With speakOut you are able to build up a picture of the big issues as they are unfolding as well as responding directly to those affected and mitigate them in real time. To activate and use speakOut follow the steps below.

1. Go to www.insight4life.co.uk and login using you username and password, this will take you to your "Home" screen.

2. You will find the speakOut tab at the top of your screen



This takes you to the main speakOut area.

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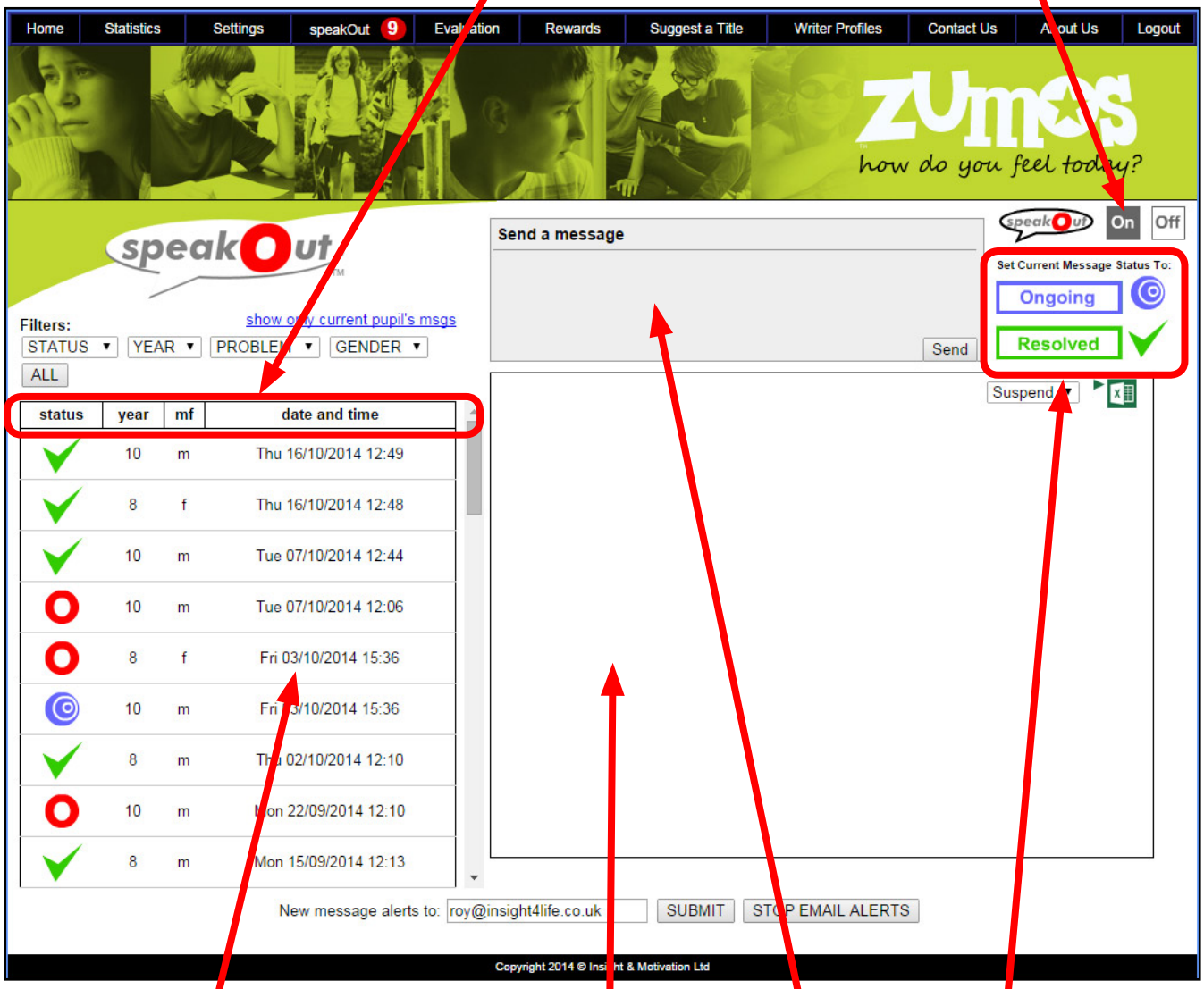
3. If you have purchased speakOut, or if it is included in a project bundle, you will need to turn it on. This makes it “live” for your pupils. To turn speakOut on simply click the “On” box at the top right hand side of your screen.

4. Here you can also set your display filters



5. Details, click an entry to reveal message text, enter reply here, change status

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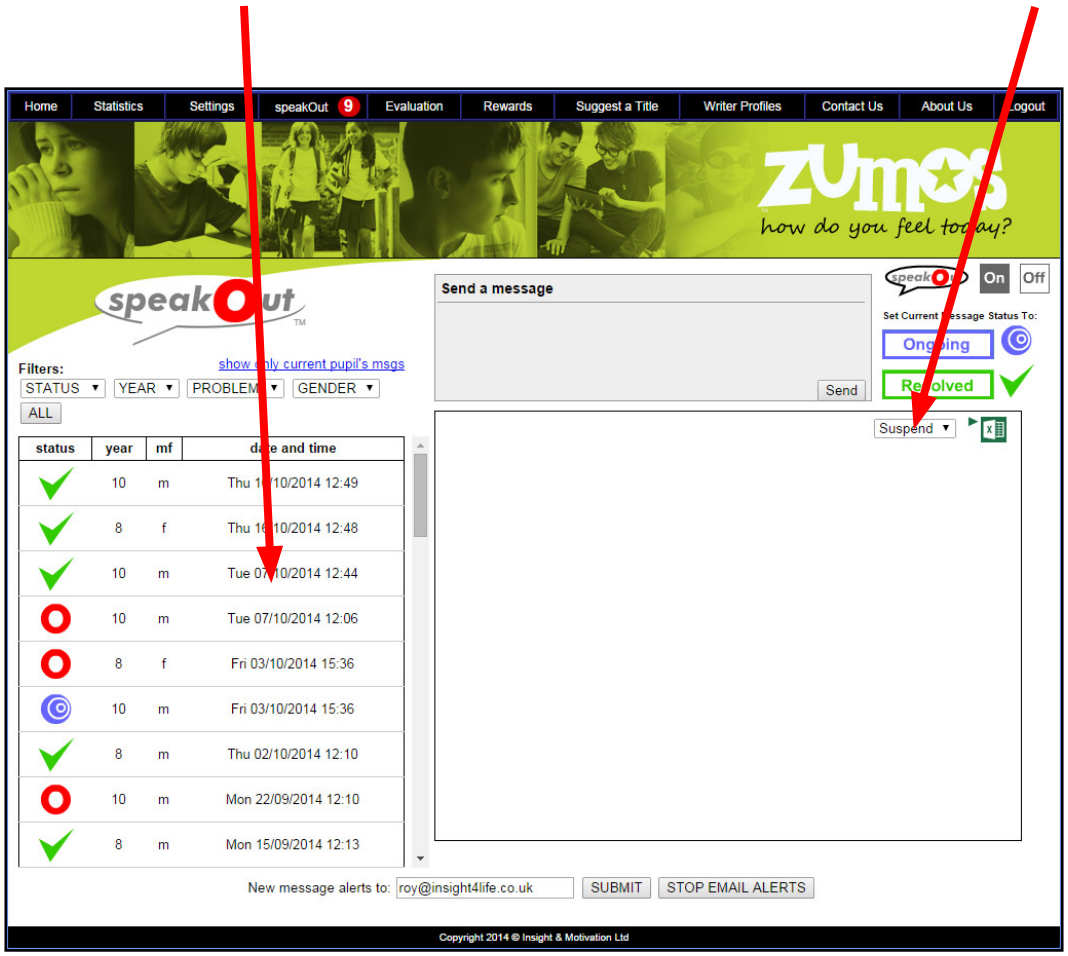
6. You can suspend speakOut for any profile(s) sending nuisance or inappropriate messages. You can also choose how long you wish to suspend speakOut. During this time the pupil will not be able to use speakOut, they will see a message telling them that the service is suspended and for how long. Once the suspension period is over, speakOut will reactivate itself for that pupil.

Click on the appropriate message, then click on suspend, choose how long from dropdown.



7. Entering an email address here allows SpeakOut to send that person an email notification for each new speakOut message received.

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Annex D

Zumos Features

Power Quiz – School Administrator

Power Quiz assessments cover the following categories: Wellbeing, Depression, Self-confidence and Resilience.

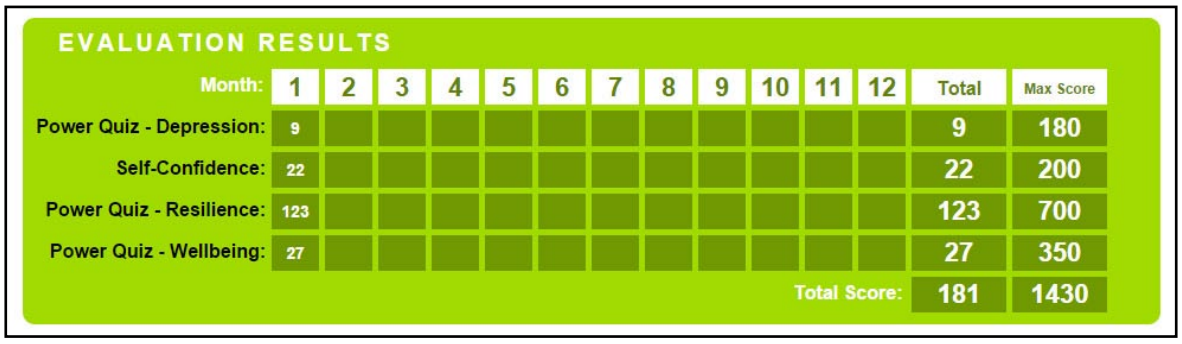
The more pupils you have completing each Power Quiz the better as this really does give greater robustness to your results. So the more pupils that are logged into and encouraged to use Zumos the better!

Section A to this Annex contains more information on each of the Power Quiz assessment tools and how they are scored, if you require more detailed information please see the documentation available on the Insight Cloud Service and/or the CD ROM provided in your Zumos Pupil Wellbeing pack.

1. Log into your administration area via www.insight4life.co.uk

2. Click on the “Evaluation” tab

3. This takes you to the Evaluation Area where you can see results for both “Rate My Life” and “Power Quiz”, Power Quiz results are shown in the green area at the bottom of your screen. On first using the service it looks like this:


EVALUATION RESULTS
Month: 1 2 3 4 5 6 7 8 9 10 11 12 Total Max Score
Power Quiz - Depression: 9 9 180
Self-Confidence: 22 22 200
Power Quiz - Resilience: 123 123 700
Power Quiz - Wellbeing: 27 27 350
Total Score: 181 1430

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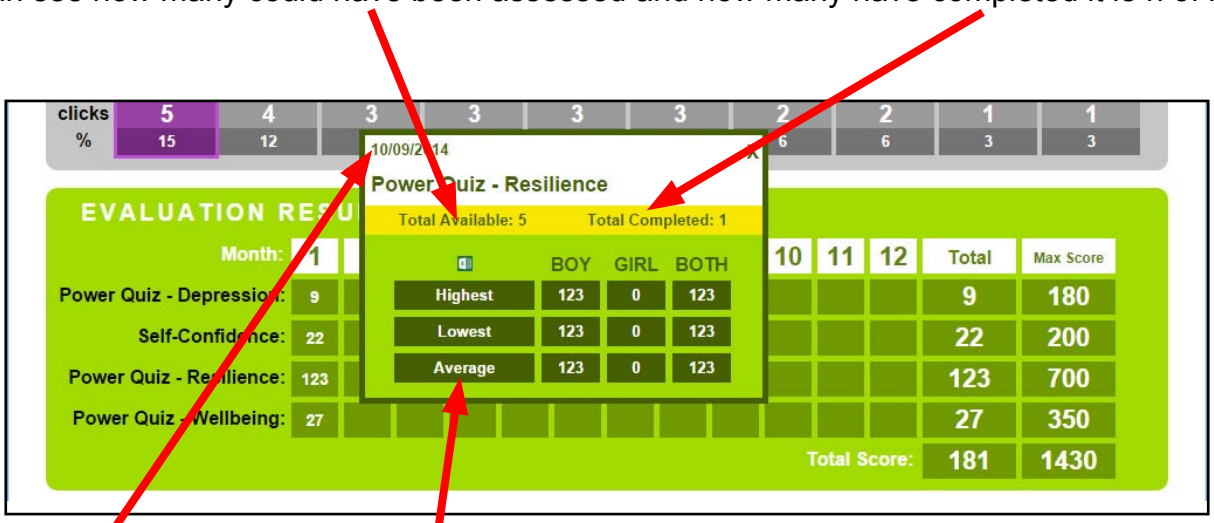
Once pupils start completing Power Quizzes results will be displayed in the boxes for each month, clicking on a box provides more detail, please see below.

You can see how many could have been assessed and how many have completed it ie n of n.



Evaluation date, range/spread of results is shown, together with the mean(Average) score.

The evaluation results Total and Max score overview are designed to demonstrate overall shift as evaluations are repeated and will demonstrate the whole school shift.

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Section A – Power Quiz Assessment Tools – Data Sheet

1. Pupil Wellbeing

Assessment Tool: Warwick-Edinburgh Mental Well-being Scale (WEMWBS)

WEMWBS comprises 14 items that relate to an individual's state of mental well-being (thoughts and feelings)

Lower scores are associated with lower mental well-being

Scoring: Responses scored 1 to 5 then sum,

Minimum score is 14 and the maximum is 70,

The **total population** mean score is 50.7 with 95% confidence interval 50.3 to 51.1.

The mean score for **Age Group 16 to 24** is 51.7 with 95% confidence interval 50.6 to 52.8.

See CD ROM File: Power Quiz - WEMWBS User Guide Version 1 June 2008

2. Depression

Assessment Tool: Adolescent Wellbeing Scale (Birleson)

The Adolescent Wellbeing Scale was devised by Birelson to pick up possible depression in older children and adolescents. The scale can be used by children as young as 7 or 8, but responses are more reliable for those aged 11 or more.

Scoring: Responses are scored 0, 1 or 2 then summed, there are 18 Questions

A score >13 is indicative that a depressive disorder may be present.

See CD ROM File: Power Quiz - Family-pack-of-scales-and-questionnaires - Department of Health - Page 31

3. Self-Confidence

Assessment Tool: Hare Area-Specific Self-Esteem Scale

This scale measures adolescents' feelings about their worth and importance among peers, as students, and as family members. Pupils are asked to indicate the extent to which they agree or disagree with 10 statements.

Scoring: Responses are scored 1 to 4 and summed

A high score (max = 40) indicates greater self-worth, lower score = lower self-worth

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See CD ROM File - Measuring Violence - Related Attitudes, Behaviours and Influences Among Youths - 2nd edit – page 144

4. Resilience

Assessment Tool: Child and Youth Resilience Measure (CYRM 28)

The Child and Youth Resilience Measure (CYRM) is designed as a screening tool to explore the resources (individual, relational, communal and cultural) available to youth aged 9 to 23 years old, that may bolster their resilience. The measure was designed as part of the International Resilience Project (IR), of the Resilience Research Centre, in collaboration with 14 communities in 11 countries around the world.

Scoring: i) Total CYRM Score: Sum all 28 Qs

Sub clusters*: Individual Qualities, Relationship with Primary Caregiver, Context Score

Number of Questions = 28

Max Possible Score = 140, Min Possible Score = 28

Higher Score = Higher level over overall resilience

Overall: Mean = 108.6, f = 111.98, m = 105.45

Complex Needs Youth: Mean = 103.85, f = 106.99, m = 101.39

Low-Risk Youth: Mean 113.12, f= 115.96, m = 110.00

*Scores for these sub clusters are not provided in quarterly reports.

CRYM Total Individual Score				Low Range >- 2SD	95% Range 2SD		Top Range >+2SD
Pop	Mean	SD	2SD 95%	Less Than	From	To	Greater Than
All	35.95	5.93	11.86	24.09	24.09	47.81	47.81
f	36.64	6.37	12.74	23.9	23.9	49.38	49.38
		5.3					
m	35.32		10.6	24.72	24.72	45.92	45.92

See CD ROM File: Power Quiz - Resilience - CYRM 28 Manual 20112

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Annex E

Zumos Rewards – School Administrator

Zumos provides your pupils with information and support for many things in their lives, it also helps them feel more positive and better about themselves.

So logging into and using Zumos has real benefits, the more they use it the more positive they will be and with Zumos Rewards that use and effort can be recognised.

If you op into the Zumos Rewards system then they can win win win!

While pupils are using and exploring Zumos the system can score what they are doing, it notices things like;

- The number of times they have logged in
- How often they have listened to Insight4me all the way through
- Playing Mind Tap games for 10mins 3 times a week
- How many Power Quizzes or About Me Quizzes that have been completed
- How many titles listened have listened to
- Home much Further Help they have looked at

In short the system scores the things they are doing within Zumos.

It “attaches” this score to their Zumos Rewards Card, it then compares that reward score to every-one else’s from your school and sends a message to you and the winning pupil.

The pupil presents their winning Zumos Rewards Card so that the number can be compared to that generated by the rewards system, they can then claim their prize!

You can also set how often the system will calculate who the best Zumos user is, this can be yearly, monthly or weekly.

You can manage the rewards system by clicking on the “Rewards” tab at the top your “Home” screen.

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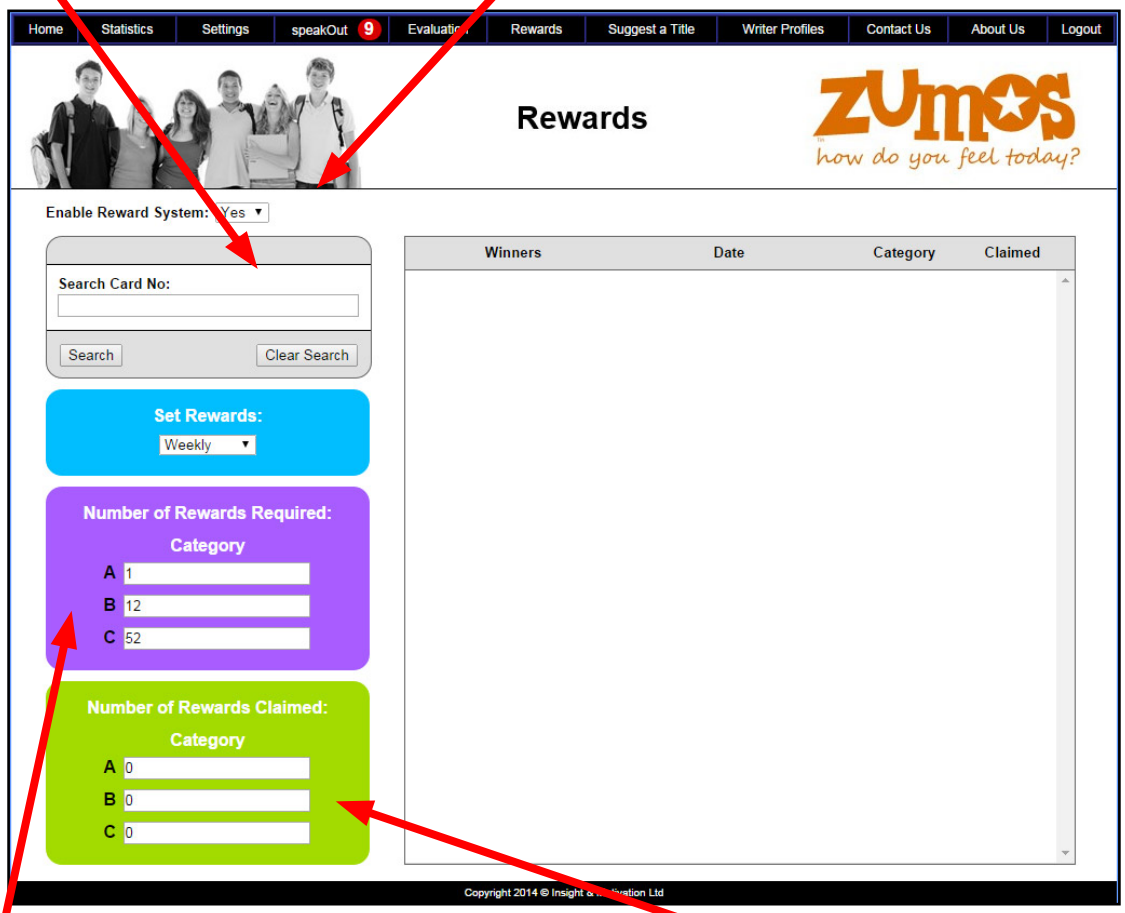
This takes you to the “Rewards” management screen.

Here you can switch the Rewards System On and Off, see if a card is active and if its prizes have been claimed.



Set frequency to Yearly (1), monthly (12) or weekly (52) and see how many rewards have been claimed for A prizes (Yearly), B prizes (12) and C prizes (52).

If you set frequency to Yearly then A = 1, B = 0, C = 0

If you set frequency to Monthly then A = 1, B = 12, C = 0

If you set frequency to Weekly then A = 1, B = 12, C = 52

Category A prizes have the most value, and category C prizes have the least.

***Please note that if you opt into the Rewards System then prizes can be supplied at extra cost, however, if you are part of the Zumos Wellbeing Project then 1 x A prize and 12 x B prizes are included.**

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